



**JOB OPPORTUNITY
HUMAN RESOURCES GENERALIST
UNCLASSIFIED**

PLEASE FOLLOW THE SPECIFIC FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: Bradley International Airport - Windsor Locks, CT

Job Posting No: CAA1303

Hours: Monday to Friday - 8:30 a.m. to 5:00 p.m.

Salary: Negotiable

Closing Date: June 21, 2013

Eligibility Requirement: N/A

Summary of Position: As a member of the Connecticut Airport Authority (CAA) management team, this position is responsible for assisting with the development and administration of a comprehensive human resources program, including position classification, recruitment and selection, performance management, training and development, employee relations, labor relations, compensation, payroll and benefit programs administration, time and attendance systems, handling special projects as directed, and performing related duties as required. The work performed may include supervising assigned employees and involves the performance of human resource activities within the Human Resources Department. Work is performed under the general supervision of the Director of Human Resources or another higher level manager. This position requires ability to act in an independent manner with minimal supervision.

Knowledge, Skills and Abilities

To perform this job satisfactorily, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required:

- Considerable knowledge of State and Federal Labor Law
- Considerable knowledge of modern human resources practices, principles, policies and procedures.
- Considerable knowledge of legal and administrative issues pertaining to employment, including but not limited to, equal employment and affirmative action concepts and terminology, ADA, FMLA, minimum wage and sexual harassment laws.
- Knowledge of and ability to utilize and interpret statistics.
- Considerable knowledge of interviewing practices and procedures.
- Ability to prepare a variety of written reports and to comprehend complex oral and written material.
- Presentation skills.
- Project management skills.
- Ability to communicate effectively, both orally and in writing.
- Considerable interpersonal skills and the ability to interact and deal effectively with others.

Ability to utilize various software applications to include Microsoft Windows, Office and Access

General Experience: Graduation from an accredited college or university with a Bachelor's Degree. Four (4) years of professional human resources experience, at least one (1) of which shall have involved two or more of the following fields: classification, performance management, wage and salary administration, labor relations, employee relations, benefit program administration, workers compensation, or recruitment

Character Requirement: An individual serving in this position must be able to successfully undergo a thorough background and security screening, including being fingerprinted, and maintain required security clearance during the duration of employment.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter and a resume to:

Ron Frost
The Connecticut Airport Authority
rfrost@ctairports.org

THE CAA IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER